Furniture and Building Renovation/Demolition

01. PURPOSE

01.01 The purpose of this PPS is to establish policy for giving Materials Management and Logistics notice of major renovation plans to buildings and establishes criteria for the appropriate handling of furniture and equipment located in a building to be renovated or demolished as well as furniture to be moved to new facilities.

02. FURNITURE IN BUILDINGS TO BE RENOVATED/DEMOLISHED

02.01 It will be the responsibility of the Director of Facilities Planning, Design and Construction to inform the Director of Materials Management and Logistics at least 90 days in advance, of a contract beginning date for a major building renovation or demolition. The Construction Contract Administrator (CCA) for the project will be the main point of contact for the removal and disposition of the building furniture. Depending on the timing of the renovation/demolition of the building or the quantity of furniture and equipment to be removed the CCA may need to write into the contract the payment of a contractor to move everything to another building location or to the University Distribution Center (UDC) for disposal.

02.02 The Director, Materials Management and Logistics will review the inventory of movable and built-in furniture and equipment. The movable property will be:
   a) moved to a new location for the department currently using it,
   b) transferred to other departments for use,
   c) transferred to the UDC for future use, or
   d) transferred to the UDC for auction or disposal.

02.03 Built-in furniture and equipment will be used elsewhere or left for the contractor to dispose of depending on the following criteria:
   a) Is there a need for the property at Texas State?
   b) What would be the cost of reconditioning the property if needed?
   c) What would be the cost for removing and reinstalling the property?

03. FURNITURE TO BE RELOCATED

03.01 Furniture purchased with building renovation or new construction funds will remain in the building and not be moved with a department when it vacates the facility.
The Vice President for Finance and Support Services may authorize approval to relocate the furniture only if:
   a) there are not sufficient funds to purchase new furniture for the relocating department,
   b) the furniture being moved will fit in with the color scheme of the new facility, and
   c) the furniture being moved is in good condition and will not detract from the appearance of the new or newly renovated facility.

04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Materials Management and Logistics</td>
<td>Review</td>
<td>June (E4Y-92)</td>
</tr>
</tbody>
</table>

05. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Director, Materials Management and Logistics, Reviewer

Associate Vice President for Financial Services, Reviewer

Vice President for Finance and Support Services

Approved: ______________________
   Reviewer

Approved: ______________________
   Reviewer

Approved: ______________________
   Vice President for Finance and Support Services